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O'NEAL WEBSTER, a well-established law firm in the British Virgin Islands, is recruiting for a senior LEGAL SECRETARY for its litigation department.

The successful candidate will be required to provide support to senior legal professionals with minimum supervision and will generally be responsible for:

- drafting correspondence and court documents
- preparing and filing court documents
- file management
- liaising with clients
- client billing
- attorney desk management

The ideal candidate will have:

- at least 5 years relevant experience in a law office
- a wide knowledge of professional office procedures and skills
- excellent written and oral communication skills
- a high level of competence with MS Word
- strong typing and organizational skills

Qualified candidates may submit their résumés to recruit@onealwebster.com.

Commerce House, 181 Main Street | P.O. Box 961 | Road Town, Tortola,
British Virgin Islands, VG1110 | 284-393-5800